

CONFIDENTIAL

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26 July 1954

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MEMORANDUM FOR: [REDACTED] Chief
Printing and Reproduction Division

SUBJECT: Reproduction Costs for American
Universities Field Staff Letters

1. The Agency receives from the American Universities Field Staff (AUFS) a single copy of each of its field letters, sample copies of which are attached. In the course of a year, these letters total a maximum of 2,000 separate pages.

2. The Agency needs 100 copies of each letter.

3. It would be appreciated if you would furnish the undersigned

a) A cost estimate for reproducing 100 copies of the AUFS field letters for one year;

b) The approximate time it would take to reproduce each letter.

4. Your estimates will assist us in determining whether it is more economical for the Agency to reproduce these documents or to subscribe to AUFS for additional copies.

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[REDACTED]
Office of the Special Assistant
to the Director
for Planning and Coordination

Attachments

OSA/PC/DCI:CEH:pjg (26 July 1954)

Distribution

Orig and 1 - forward

1 - [REDACTED]
1 - OIC (file) ✓

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